

SECRET

29 December 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Establishing the Agency Archives

1. I recommend for your favorable consideration and support the attached proposal for establishing (a) a separate archives storage facility (b) a full-time archives staff and (c) an official Agency Archives Program.

2. Admittedly the plan is not the ideal method to initiate a Program but it is feasible, it is positive action, and its boldness is not unduly optimistic. Only one segment of the proposal will require special consideration by the DDS. Yet, I feel the request is reasonable enough to warrant raising this issue with Mr. Coffey:

"We can establish a separate archives of 35,000 cubic feet, a full-time staff of eleven, and a formal Archives Program Agencywide if only the Archives is permitted in July 1972 to carry over permanently the seven contract positions that were allocated to the Records Center for the Movable Shelving Project."

3. This proposal for immediate implementation should be kept separate from any other staffing proposals being considered for Support Services Staff because of the current consideration of the Archives Regulation and the urgency for action before we lose the support of Col. White and [redacted]

CIA Records Administration Officer

25X1A

25X1A

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET